



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 1st April 2022 Period start date To 31st March 2023 Period end date

Charity name: Camberley Care Trust

Charity registration number: 1188130

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	The relief of poverty, distress and sickness of the elderly, disabled or vulnerable living in the Camberley and Frimley area by providing a car service and a handyman service and in such other ways as the trustees consider appropriate.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	<p>Camberley Care provides a transport service for the elderly, vulnerable and disabled in Camberley and Frimley using volunteer drivers. There is no cost for this service, but a donation amount is suggested to cover costs.</p> <p>Camberley Care also manages a subsidised low-cost handyman service, which also helps elderly, vulnerable and disabled in the Camberley and Frimley areas.</p>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	<p>The Trustees declare that they have had regard to the guidance issued by the Charity Commission on public benefit. In all aspects of the day-to-day operation and administration of Camberley Care the Trustees meet all the Public Benefit requirements:</p> <ul style="list-style-type: none">• By supporting elderly, vulnerable people in the community to continue to live independently.• By reporting annually on our operations and providing financial reports in support of this.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	
Policy on social investment including program related investment	Para 1.38	
Contribution made by volunteers	Para 1.38	<p>The success, high quality and continuity of service provided by Camberley Care is largely attributable to our many volunteers – drivers, duty officers and trustees. Without their dedication and selfless efforts Camberley Care would not be able to support so many people within the Camberley and Frimley Communities.</p> <p>Finding and attracting new volunteers, especially drivers, has been very challenging over the last year. We are therefore especially grateful to everyone who has joined and all those who have continued to volunteer.</p>
Other		<p>Our small handyman team, Mark and Graeme, continue to provide an excellent service to our very grateful clients.</p> <p>Camberley Care Trust are also very fortunate to have an exceptional Office Manager, who is the backbone of the day-to-day running of the Charity, supported by our Office Administrator. Both members of staff are completely dedicated to supporting our many volunteers and serving our clients to the very best standards.</p>

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>Camberley Care Trust continue to operate very successful and busy drive and handyman services. The drive service is now operating at c80% of pre-pandemic levels and growing steadily back to full capacity. The main challenge fulfilling the many drive requests is the reduction in the number of volunteer drivers. Extensive recruitment advertising initiatives have been conducted and the driver numbers are increasing steadily.</p> <p>During the 2022/2023 accounting period 2117 drives were conducted, and 145 handyman jobs completed.</p> <p>Along with the regular drives, many clients are taken to the vaccination centres for their COVID and Flu Vaccines.</p> <p>Regular Social events were organised for our volunteers, now mainly being held at the Rainbow Café in Camberley. These are welcomed and enjoyed by our volunteers. Our Christmas Afternoon Tea for all our volunteers and handymen was held at St Paul's Church in December 2022, and was hosted by the office team.</p> <p>CCT are extremely fortunate and grateful to have been selected by Camberley Heath Golf Club as one of the charities they will be supporting in 2023/2024. This was announced at their January 2023 AGM.</p>

Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	<p>Office Team Initiatives/Achievements April 2022 to March 2023</p> <p>General office administration</p> <p>IT</p> <ul style="list-style-type: none"> • Worked with IT consultant on the top 5 changes which were implemented. • Worked with IT consultant on next list of changes to Charity Portal <p>Volunteer administration</p> <ul style="list-style-type: none"> • New posters and banners for volunteer recruitment
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- Recruitment of new volunteers
- Adverts for recruitment of Trustees
- Held three Volunteer coffee and catch-ups

Duty Officers

- Trained Duty officers in IT changes to the Charity Portal

Marketing and social media

- Developed new marketing adverts.
- Continued to post on Facebook and twitter.
- Created adverts for volunteer recruitment and advertised in Surrey Heath Heathscene, Round and about Magazine
- Produced new stand-up banners to aid volunteer recruitment.
- Produced newsletters for the volunteers, March, June, and December

Trustee Initiatives/Achievements April 2022 to March 2023

- Charity Portal Security. Open VPN installed on all PC's and Laptops – January 2023
- Charity Portal Upgrades and Enhancements. Various options explored with 3rd Party Contractors (Prakash India, Schnell Systems, NITC). Tony Bovenkamp's wife Wendy (experienced Computer Programmer) has agreed to work on the project and has commenced work.
- Website Content Update. The CCT Website information was updated, and all irrelevant/old material removed.
- Treasurer successfully used Dave Wilson as Independent Examiner for the accounts to 31 March 2022. This saved c£1000 on accountant fees.
- Volunteer drivers have been offered opportunity to claim an extra 5p per mile commencing 27th June 2022. Mileage allowance is 45p per mile, plus 5p per mile passenger allowance. Increase was implemented to help with the increasing petrol costs.

		<ul style="list-style-type: none"> • Handyman Hourly rate was increased from £15 (plus mileage) to £18 (plus mileage) per hour commencing 23 June 2022. Client hourly charge rate was increased from £20 to £23 at the same time. Increases to cover cost of living increases. • Gift Aid documentation to clients was reviewed and updated. • Planning for CCT's 50th Anniversary in 2024 commenced. • Review of all CCT Policy Documents commenced. Completion during 2023. • January 2023 existing Chair, Angela Barnall resigned and took Deputy Chair position. Deputy Chair, Tony Bovenkamp was made Chair. • 21st February 2023 David Hughes was voted in as Trustee.
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	At the end of the period the financial position remained positive. The restricted funds were exhausted during the year. Although the position is positive it is recognised that year on year we are eating into existing funds and without additional legacies or donations we will exhaust our existing funds in approximately 4-5 years (all other things remaining equal).
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Statement explaining the policy for holding reserves stating why they are held	Para 1.22	Camberley Care Trust reserve policy is to keep an agreed sum of £30,000 in reserve, in order that the trustees can discharge their responsibilities should the charity have to close.
Amount of reserves held	Para 1.22	£30,000
Reasons for holding zero reserves	Para 1.22	
Details of fund materially in deficit	Para 1.24	
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	<p>Camberley Care Trust's principal source of funding is from the donations made by our clients for the driving service provided. In addition to this, we receive donations from local churches, businesses, and private individuals. Our significant additional income/donations/legacies (> £300) were as follows during the finance period:</p> <p>£375.00 Waitrose £311.00 Surrey Heath Lottery £750.00 Primark £413.50 Paul Boyle £400.00 Surrey Heath Show £1,003.23 Legacy £4,235.35 HMRC Gift Aid Rebate £500.00 St Michael's Church £844.02 Martin Christopher Marathon (donated sponsorship)</p>
Investment policy and objectives including any social investment policy adopted	Para 1.46	<p>There is no written investment policy and due to the level of funds we do not make investments. We have cash funds on notice bank accounts to enable the maximum interest return to be received whilst not putting funds at risk. Post year end with interest rates rising it became clear that the Shawbrook bank accounts were offering a poor rate of interest and on enquiry they advised they could offer nothing more. Notice was given on the accounts with a view to moving the funds to an account offering a higher interest rate. We have no documented social investment policy but in practice try to be as ethical, environmentally friendly and sustainable as possible in our purchasing and office activities.</p>
A description of the principal risks facing the charity	Para 1.46	<p>The full recovery from the effects of COVID on the charity continues, with the number of drives each month remaining below pre-pandemic levels. However, the numbers</p>

		<p>are rising steadily, and reached c80% of pre-pandemic levels by the end of this financial period (previous finance year only reached c60%). The charity's biggest challenge is the recruitment and retention of volunteer drivers. Without the drivers, trip numbers cannot increase further. Reduced number of client drives, means less donation funds to help support the charities fixed overheads. Increased salary costs plus more drivers claiming mileage allowances due to their own increased costs further squeezes available funds. The IT system used (Charity Portal) is almost 10 years old and is becoming unfit for purpose, this is having a significant negative impact on the efficiency of staff booking in drives, handyman jobs and maintaining a secure database. The cost to replace the system is financially prohibitive and a solution was sought to make improvements to the existing system. An IT specialist has volunteered to review and upgrade the system and we are already seeing significant improvements, a gift was made in the year to this specialist. Advice was taken from the Charity Commission before making this Gift. We believe the work already done and continuing will allow us to continue with the present system for the foreseeable future.</p>
Other		<p>With fuel prices increasing and a general cost of living increase we anticipate this will continue to impact on our ability to attract volunteer drivers.</p>

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Constitution
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	CIO (Charitable Incorporated Organisation)
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	<p>Appointment of charity trustees (1) Apart from the first charity trustees, every trustee must be appointed for a term of three years by a resolution passed at a properly convened meeting of the charity trustees.</p> <p>(2) In selecting individuals for appointment as charity trustees, the charity trustees</p>

		must have regard to the skills, knowledge and experience needed for the effective administration of the CIO.
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Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	<p>The following policies are in place to assist with staff, volunteer and trustee induction and training:</p> <ul style="list-style-type: none"> • Complaints • Confidentiality Agreement • Conflict of Interest • Driving • Equality and Diversity • Finance • Health and Safety • Safeguarding • Volunteering <p>All policies and procedures will be reviewed and amended (as appropriate) in 2023/2024 Finance Period.</p>
The charity's organisational structure and any wider network with which the charity works	Para 1.51	Camberley Care Trust is managed by a Board of Trustees as outlined below. The charity employs two part-time staff, an Office Manager and an Office Administrator. The Board and Office Manager meet once a month to discuss and agree on the management of the charities operations.
Relationship with any related parties	Para 1.51	
Other		

Reference and Administrative details

Charity name	Camberley Care Trust
Other name the charity uses	Camberley Care
Registered charity number	1188130
Charity's principal address	Community Link, Ian Goodchild Centre, Knoll Road, Camberley GU15 3SY

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Angela Barnatt	Chair Vice Chair	To 24/01/2023 From 24/01/2023	
2	Antonie van de Bovenkamp	Vice Chair Chair	27/09/2021 to 24/01/2023 From 24/01/2023	
3	Lesley Parker	Treasurer		
4	Janet Chapman			
5	Susan Collett	HR		
6	Wendy Orr	Secretary		
7	Tim FitzGerald			
8	Ruby Ford			
9	David Hughes		21/02/2023	
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Corporate trustees – names of the directors at the date the report was approved

Director name		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	
Name and objects of the charity on whose behalf the	

assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

Susan Pearson, Office Manager

Exemptions from disclosure

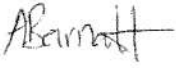

Reason for non-disclosure of key personnel details

Other optional information

Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Angela Barnatt	Antonie de van Bovenkamp
Position (eg Secretary, Chair, etc)	Vice Chair	Chair

Date

1/10/23



CHARITY COMMISSION
FOR ENGLAND AND WALES

Receipts and payments accounts

CC16a

For the period
from

01/04/2022

To

31/03/2023

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Client donations (drives)	24,563	-	-	24,563	-
Payments (handyman)	-	4,103	-	4,103	-
Other donations	5,671	-	-	5,671	-
Gift aid refund (APE 31/3/22)	4,235	-	-	4,235	-
Sundry	253	-	-	253	-
Bank interest	304	-	-	304	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	35,026	4,103	-	39,129	-
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	35,026	4,103	-	39,129	-
A3 Payments					
Drivers mileage claims	13,554	-	-	13,554	-
Handyman expenses	-	4,416	-	4,416	-
Admin staff costs	19,833	9,916	-	29,749	-
Office rent	1,845	923	-	2,768	-
Telephone, postage, stationery etc	1,073	536	-	1,609	-
Insurance	460	230	-	690	-
IT costs	2,205	1,102	-	3,307	-
Sundry costs	2,537	1,269	-	3,806	-
	-	-	-	-	-
Sub total	41,507	18,392	-	59,899	-
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	41,507	18,392	-	59,899	-
Net of receipts/(payments)	- 6,481	- 14,289	-	- 20,770	-
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	137,098	5,196	-	142,294	-
Cash funds this year end	130,617	- 9,093	-	121,524	-

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Funds at CAF Bank	33,059	-	-
	Funds at Shawbrook Bank	84,428	-	-
	Funds at NatWest	4,037	-	-
	Total cash funds	121,524	-	-
(agree balances with receipts and payments account(s))				



	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	Lesley Parker	18/8/23
	Angela Barnatt	29/8/23



Section A

Independent Examiner's Report

Report to the trustees

CAMBERLEY CARE TRUST

On accounts for the year
ended

31 MARCH 2023

Charity no
(if any)

1188130

Set out on pages

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/03/2023

Responsibilities and
basis of report

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent
examiner's statement

[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. *Delete [] if not applicable.*

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below *) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

* Please delete the words in the brackets if they do not apply.

Signed:

Date:

18 AUGUST 2023

Name:

DAVID WILSON

Relevant professional
qualification(s) or body

(if any):

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Address:

23 RIDGEWAY CLOSE, LIGHTWATER, CV18 5XX

Section B

Disclosure

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

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